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NASA Procedural Requirements

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Subject: The NASA Organization

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Chapter 6: Charters for NASA Councils, Committees, Boards, and Panels

6.1 NASA Charters

6.1.1 Charters establish councils, committees, boards, and panels mandated by regulation, statute, the NASA Administrator, or Officials-in-Charge of Headquarters Offices. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority. Council, committee, board, and panel chairs shall ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings.

6.1.2 The charters for NASA's three governing councils will be the only charters maintained in this directive. All other Agency-level advisory charters required by regulation, statute, program control, or directed by the Administrator will be housed in the [NASA Online Directives Information System \(NODIS\) library](#).

6.1.3 A list of the Federal Advisory Committee Act (FACA) Committees will be maintained in this directive and the charters for these committees will be maintained by the NASA Advisory Committee Management Officer, Office of External Relations.

6.2 Federal Advisory Committee Act (FACA) Committees

In 1972, the Federal Advisory Committee Act (FACA) (5 U.S.C. App., as amended) was enacted by Congress. FACA sets strict Government-wide requirements for the establishment, operation, oversight, and termination of any group established by the Government for the purpose of providing advice to the Government and which includes any non-Government employees in its membership.

NASA currently has four Federal advisory committees. The charters for NASA's advisory committees are maintained and renewed in accordance with the procedures stipulated in FACA and in 41 CFR, Parts 101-6 and 102-3, the Federal Advisory Committee Management Final Rule.

FACA requires an Advisory Committee Management Officer (ACMO) at each agency to provide management oversight of its respective advisory committees, ensure agency compliance with FACA provisions, and administer the chartering process. Government-wide oversight of FACA committees is provided by the U.S. General Services Administration (GSA). Unless the renewal of a committee charter is justified under the FACA, the charter automatically expires after a two-year period (or as otherwise provided by law).

NASA's own policies and procedures for its Federal advisory committees are documented in NPD 1150.11, Federal Advisory Committee Act Committees, with the Office of External Relations serving as the responsible office. The four NASA-chartered Federal Advisory Committees are shown below, along with their GSA advisory committee numbers:

Committee	GSA No.	Responsible Office
Aerospace Safety Advisory Panel (ASAP)	136	Office of External Relations
NASA Advisory Council (NAC)	1071	Office of External Relations
International Space Station Advisory Committee	27808	Office of External Relations
National Space-Based Positioning Navigation and Timing (PNT) Advisory Board	29124	Office of External Relations

Agency FACA compliance, management oversight, and committee staff support are the responsibility of the Advisory Committee Management Division, Office of External Relations, NASA Headquarters.

6.3 Strategic Management Council

6.3.1 PURPOSE.

The Strategic Management Council (SMC) serves as the Agency's senior decision-making body for strategic direction and planning. The SMC determines NASA strategic direction and assesses Agency progress toward achieving NASA's Vision.

6.3.2 APPLICABILITY/SCOPE.

6.3.2.1 This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.3.2.2 The scope of the SMC encompasses all activities conducted by NASA. Governance by the council shall be used only in cases where decisions require high degrees of integration, visibility, and approval.

6.3.3 AUTHORITY.

42 U.S.C. 2473(c) (1), Section 203(c) (1) of The National Aeronautics and Space Act of 1958, as amended.

6.3.4 FUNCTIONS.

6.3.4.1 Specific SMC activities include:

- a. Setting NASA strategic direction, goals, architecture, and policies.
- b. Providing guidance for the formulation of the NASA Strategic Plan.
- c. Establishing the highest level metrics against which to measure Agency performance.
- d. Establishing mission and budget priorities.
- e. Approving Agency-level program requirements for all NASA programs.
- f. Approving major new initiatives.
- g. Serving as the senior leadership forum for making decisions on all strategic Agency-level issues.

6.3.4.2 The NASA Administrator serves as the chair and holds the ultimate decision-making authority for the SMC. The Office of Program Analysis and Evaluation (PA&E) provides functional support for the SMC and facilitates the assessment, analysis, and preparation for decision making of all matters considered by the SMC.

6.3.5 MEMBERSHIP.

6.3.5.1 The membership of the SMC shall include the following positions:

- a. Administrator (chair).
- b. Deputy Administrator (alternate chair).
- c. Associate Administrator.

- d. Chief of Staff.
- e. Associate Deputy Administrator.
- f. Chief, Safety and Mission Assurance.
- g. Associate Administrator for Program Analysis and Evaluation.
- h. Chief Engineer.
- i. Associate Administrators, Mission Directorates.
- j. Center Directors.
- k. Chief Financial Officer.
- l. Chief Information Officer.
- m. General Counsel.
- n. Chief, Health and Medical Officer.
- o. Assistant Administrator for External Relations.

6.3.5.2 The Administrator may appoint special members to the SMC.

6.3.5.3 The Associate Administrator for PA&E, subject to the approval of the Administrator, appoints an Executive Secretary to facilitate the activities of the SMC, coordinate meeting agendas, distribute minutes, and ensures that information required for SMC deliberations is distributed to the members on a timely basis.

6.3.6 MEETINGS.

The SMC meets once each month for regular sessions and as necessary for emergent, time-critical matters.

6.3.7 DURATION.

The SMC will remain in existence indefinitely.

6.3.8 RECORDS.

The Executive Secretary is responsible for the maintenance of all records associated with the SMC, including this charter.

6.4 Operations Management Council

6.4.1 PURPOSE.

The Operations Management Council (OMC) serves as NASA's senior decision-making body for institutional plans and implementation strategies. The council determines and assesses mission support requirements to enable the successful accomplishment of the Agency's Mission.

6.4.2 APPLICABILITY/SCOPE.

6.4.2.1 This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.4.2.2 The scope of the OMC encompasses all mission support activities conducted by NASA, including, but not limited to, human capital, infrastructure, financial, information services, acquisition, institutional safety, security, strategic communications, health and medical, and the development and management of all required business systems, processes, and tools. Governance by the council shall be used only in cases where decisions require a high degree of integration, visibility, and approval.

6.4.3 AUTHORITY.

42 U.S.C. 2473(c) (1), Section 203(c) (1) of The National Aeronautics and Space Act of 1958, as amended.

6.4.4 FUNCTIONS.

6.4.4.1 Specific OMC activities include:

- a. Setting mission support goals and objectives.
- b. Serving as the senior leadership forum for making decisions on institutional issues.
- c. Approving major new mission support initiatives, plans, and requirements.
- d. Providing leadership, guidance, and approval of mission support plans.

- e. Overseeing and approving institutional risk plans and mitigation strategies.
- f. Establishing institutional metrics to measure performance against mission support objectives.
- g. Reviewing progress on institutional initiatives, plans, and programs.
- h. Establishing institutional priorities and approving guidance for the formulation of corporate and institutional budgets.
- i. Overseeing Agency internal control, identifying deficiencies, reviewing corrective action plans, and evaluating progress against the plans.
- j. Providing prior review and concurrence on selected institutional issues with strategic implications before going forward to the Strategic Management Council to be briefed or for approval.
- k. Identifying and reviewing the status of Agency material weaknesses.

6.4.4.2 The NASA Deputy Administrator serves as the chair and holds the ultimate decision-making authority for the council. The Office of Program Analysis and Evaluation (PA&E) provides functional support to the council and facilitates the assessment, analysis, and preparation for decision making of all matters considered by the council.

6.4.5 MEMBERSHIP.

6.4.5.1 The membership of the OMC shall include the following positions:

- a. Deputy Administrator (chair).
- b. Chief of Staff (alternate chair).
- c. Associate Administrator.
- d. Associate Deputy Administrator.
- e. Assistant Associate Administrator.
- f. Chief, Safety and Mission Assurance.
- g. Associate Administrator for Program Analysis and Evaluation.
- h. Chief Engineer.
- i. Associate Administrators, Mission Directorates.
- j. Center Directors.
- k. Chief Financial Officer.
- l. Chief Information Officer.
- m. General Counsel.
- n. Chief Health and Medical Officer.
- o. Associate Administrator for Institutions and Management.
- p. Chief of Strategic Communications.
- q. Assistant Administrator for Infrastructure and Administration.
- r. Executive Director for NASA Shared Services Center.

6.4.5.1.1 Adjunct members, who attend meetings based on their need to participate in the discussion of a specific agenda item, include the following positions:

- a. Executive Officer to the Deputy Administrator.
- b. Program Specialist, Office of the Deputy Administrator.
- c. Comptroller.
- d. Director, Program and Institutional Integration.
- e. Director, Innovative Partnerships Program.
- f. Director, PA&E Strategic Investment Division.
- g. Assistant Administrator for Human Capital Management.

- h. Assistant Administrator for Procurement.
- i. Assistant Administrator for External Relations.
- j. Assistant Administrator for Diversity and Equal Opportunity.
- k. Executive Director, Headquarters Operations.
- l. Assistant Administrator for Office of Security and Program Protection

6.4.5.2 The Administrator may appoint special members to the council.

6.4.5.3 The Associate Administrator for PA&E, subject to the approval of the Deputy Administrator, appoints an Executive Secretary to facilitate the activities of the council, coordinate meeting agendas, distribute minutes and ensure that information required for council deliberations is distributed to the members on a timely basis.

6.4.6 MEETINGS.

The council meets as needed (typically once each month).

6.4.7 DURATION.

The council will remain in existence indefinitely.

6.4.8 RECORDS.

The Executive Secretary is responsible for the maintenance of all records associated with the council, including this charter.

6.5 Program Management Council

6.5.1 PURPOSE.

The Program Management Council (PMC) serves as the Agency's senior decision-making body to baseline and assess program/project performance and ensure successful achievement of NASA strategic goals.

6.5.2 APPLICABILITY/SCOPE.

6.5.2.1 This charter applies to NASA Headquarters and NASA Centers, including Component Facilities.

6.5.2.2 The scope of the PMC encompasses all programmatic activities and program-related institutional issues conducted by NASA. Governance by the PMC shall be used only in cases where decisions require high degrees of integration, visibility, and approval.

6.5.3 AUTHORITY.

42 U.S.C. 2473(c) (1), Section 203(c) (1) of The National Aeronautics and Space Act of 1958, as amended.

6.5.4 FUNCTIONS.

6.5.4.1 Specific PMC activities include:

- a. Ensuring that NASA is meeting the commitments specified in the relevant management documents for program/project performance and mission assurance.
- b. Ensuring implementation and compliance with NASA program and project management processes and requirements.
- c. Approving programs/projects entry into subsequent life-cycle phases.
- d. Reviewing programs routinely, including institutional ability to support program/project commitments.
- e. Approving Program Commitment Agreements.
- f. Reviewing special and out-of-cycle assessments.
- g. Approving the Mission Directorate strategic portfolio and its associated risk.

6.5.4.2 The Associate Administrator serves as the chair and holds the ultimate decision-making authority for the PMC. Program Analysis and Evaluation provides functional support for the PMC and facilitates the assessment, analysis, and preparation for decision making of all matters considered by the PMC.

6.5.5 MEMBERSHIP.

6.5.5.1 The membership of the PMC shall include the following positions:

- a. Associate Administrator (chair).
 - b. Chief Engineer (alternate chair).
 - c. Deputy Administrator.
 - d. Chief of Staff
 - e. Associate Deputy Administrator.
 - f. Assistant Associate Administrator.
 - g. Chief, Safety and Mission Assurance.
 - h. Associate Administrator for Program Analysis and Evaluation.
 - i. Director, Program and Institutional Integration.
 - j. Associate Administrators, Mission Directorates.
 - k. Center Directors.
 - l. Chief Financial Officer.
 - m. Chief Information Officer.
 - n. General Counsel.
 - o. Chief Health and Medical Officer.
 - p. Associate Administrator for Institutions and Management.
- 6.5.5.1.1 Other Invited Attendees:

- a. Administrator.
- b. Assistant Administrator for Infrastructure and Administration.
- c. Assistant Administrator for Procurement.
- d. Assistant Administrator for Human Capital Management.
- e. Comptroller.
- f. Director, PA&E Strategic Investment Division.
- g. Director, PA&E Independent Program Assessment Division.
- h. Chief, Strategic Communications.

6.4.5.2 The Associate Administrator may appoint special members to the PMC.

6.5.5.3 The Associate Administrator for PA&E, subject to the approval of the Associate Administrator, appoints an Executive Secretary to facilitate the activities of the PMC, coordinate meeting agendas, distribute minutes, and ensure that information required for Council deliberations is distributed to the members on a timely basis.

6.5.6 MEETINGS.

The PMC meets once each month for regular sessions and as necessary for emergent, time-critical matters.

6.5.7 DURATION.

The PMC will remain in existence indefinitely.

6.5.8 RECORDS.

The Executive Secretary is responsible for the maintenance of all records associated with the PMC, including this charter.

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